

**IDAHO BOARD OF DRINKING WATER & WASTEWATER PROFESSIONALS**  
**Bureau of Occupational Licenses**  
700 West State Street, P.O. Box 83720  
Boise, ID 83720-0063

**Board Meeting Minutes of 11/7/2018**

**BOARD MEMBERS PRESENT:** Dr Joan M Cloonan - Chair  
Brad D Andersen  
Michael S Parker  
Daniel J Messier  
Michael W Shepherd  
Paul D Sifford  
Barry N Burnell

**BUREAU STAFF:** Tana Cory, Bureau Chief  
Dawn Hall, Deputy Bureau Chief  
Julie Eavenson, Administrative Support Manager  
Lori Peel, Investigative Unit Manager  
Maurie Ellsworth, General Counsel  
Dicsie Gullick, Management Assistant

**OTHERS PRESENT:** Shelley Roberts, Idaho Rural Water Association

The meeting was called to order at 8:30 AM MDT by Dr Joan M Cloonan.

**APPROVAL OF MINUTES**

Mr. Shepherd made a motion to approve the minutes of August 1, 2018. It was seconded by Mr. Parker. Motion carried.

Mr. Anderson made a motion to approve the minutes of August 7, 2018. It was seconded by Mr. Parker. Motion carried.

**LEGISLATIVE REPORT**

Ms. Cory said that the rules were posted on the website after the October bulletin was published. The Chair approved and the Bureau sent a postcard to all licenses regarding the proposed rules.

Ms. Cory said that the Bureau will be working on putting together legislative outreach meetings similar to the meetings last year with Board members and legislators. She said the Bureau would be reaching out to Board members in the next several weeks to see when they would be available to meet with legislators in their communities.

**INTERIM COMMITTEE: OCCUPATIONAL LICENSING & CERTIFICATION LAWS COMMITTEE**

Ms. Cory let the Board know that the Interim Committee met on 10/19/2018 and that the Lieutenant Governor's report was given. She stated that links to the Executive Order Reports will be placed on the Lieutenant Governor's website. Licensure topics covered in the meeting included military service members and veterans, felonies, endorsement and honorariums. Ms. Cory stated that a multi-state consortium was organized last year by the National Conference of State Legislators (NCSL). It will be looking at items related to licensing and certification laws, and nationwide alignment. The Committee voted to accept the NCSL's invitation for Idaho to join the consortium. The Committee will schedule its next meeting for November, and the date and time will be posted on the Legislature's website.

The Lt. Governor held an organizational meeting on November 1 to create a working group to review recommendations and work on implementation. Some of the members include Mike Brassey, the two co-chairs of the Interim Committee, Robert Payne, Dr. White and Jane McClaren.

## **FINANCIAL REPORT**

Ms. Hall gave the financial report, which indicated that the Board had a cash balance of \$360,095.86 as of October 31, 2018.

## **INVESTIGATIVE REPORT**

Ms. Peel gave the investigative report, which is linked above.

## **FOR BOARD DETERMINATION**

Mr. Burnell made a motion to approve the Bureau's recommendation and authorize closure in case I-WWP-2018-11. It was seconded by Mr. Shepherd. Motion carried.

## **BOARD TRAINING**

Mr. Ellsworth provided Board training on the role of the Board.

## **NEW BUSINESS**

## **UPDATE REGARDING WORKFORCE DEVELOPMENT COUNCIL MEETING**

Dr. Cloonan gave an update on the meeting with the Workforce Development Council.

## **WATER/WASTEWATER APPRENTICESHIP PROGRAM UPDATE BY SHELLEY ROBERTS**

Ms. Roberts gave an update regarding the Water/Wastewater Apprenticeship program. There are three apprentices enrolled so far and they expect to have an additional four or five by the end of the week. There was some discussion regarding who would be responsible for PERSI and insurance for the apprentices. Ms. Roberts stated that apprentices are treated like employees so the city or other district would be responsible. However, there will be incentives offered by the Department of Labor to offset those costs.

Mr. Anderson made a motion to have Dr. Cloonan to follow up with the Workforce Development Council and add it to the Board's To Do List. It was seconded by Mr. Parker. Motion carried.

## **EXECUTIVE SESSION**

Mr. Burnell made a motion that the Board go into executive session under Idaho Code § 74-206(1)(d) to consider records that are exempt from disclosure under the Idaho Public Records Law. The purpose of the executive session was to consider license application materials. It was seconded by Mr. Shepherd. The vote was: Mr. Burnell, aye; Mr. Shepherd, aye; Mr. Parker, aye; Mr. Anderson, aye; Mr. Messier, aye; Mr. Sifford, aye; and Dr. Cloonan, aye. Motion carried.

Mr. Messier made a motion to come out of executive session. It was seconded by Mr. Shepherd. The vote was: Mr. Burnell, aye; Mr. Shepherd, aye; Mr. Parker, aye; Mr. Anderson, aye; Mr. Messier, aye; Mr. Sifford, aye; and Dr. Cloonan, aye. Motion carried.

## **OLD BUSINESS**

The Board reviewed the To Do List and no action was taken.

## **PROPOSED LAWS/RULES**

The Board reviewed the comment received regarding the proposed rules. Mr. Shepherd made a motion to submit the proposed rule as pending. It was seconded by Mr. Anderson. Motion carried.

## **NEW BUSINESS**

**NEXT MEETING** was scheduled for February 6, 2019 at 8:30 AM MST.

**A SECOND MEETING** was scheduled for May 1, 2019 at 8:30 AM MDT.

**A THIRD MEETING** was scheduled for August 7, 2019 at 8:30 AM MDT.

**A FOURTH MEETING** was scheduled for November 6, 2019 at 8:30 AM MST.

## **DISCUSSION REGARDING BACK FLOW ASSEMBLY TESTER SCOPE OF PRACTICE**

The Board discussed a question that was raised at the Workforce Development Council meeting as to where licensed backflow assembly testers could test, and if their license allows them to test assemblies located within buildings.

Mr. Burnell made a motion to have Mr. Ellsworth and Ms. Gullick draft a response for review by Mr. Anderson. It was seconded by Mr. Shepherd. Motion carried.

## **DISCUSSION REGARDING ONLINE EXAM FEES**

The Board discussed the current fee schedule for exams, including the amount that the Board is charged for exams. Even though the Board pays more for each exam than the applicant is charged, the Board agreed to leave the fees as they were but to add a yearly review to the To Do List.

## **DISCUSSION REGARDING WRITTEN EXAM OPTION**

The Board discussed the number of applicants who had exercised the written exam option in the last two years. Mr. Messier made a motion to remove the written exam based on lack of interest unless special accommodation is requested, which can be approved by the Board Chair. It was seconded by Mr. Shepherd. Motion carried.

## **DISCUSSION REGARDING CONSIDERATION OF MILITARY EXPERIENCE**

The Board discussed correspondence regarding how military service can be used for licensure. Mr. Parker made a motion to allow applicants to submit copies of their DD-214 in lieu of an employer addendum. It was seconded by Mr. Sifford. Motion carried.

## **EDUCATION APPROVAL APPLICATION FORM**

The Board reviewed a draft education approval application form. Mr. Messier made a motion to approve the changes to the Education Approval Application Form. It was seconded by Mr. Parker. Motion carried.

## **To Do List**

Mr. Parker asked if an item on the To Do List could be clarified. The item states that the Board specialist would present annually at the Idaho Rural Water Association Conference, but he wanted to make sure that it included both the Boise and Northern Idaho Conference. Mr. Messier made a motion to amend the To Do List and authorize expenditures to send the board specialist to both conferences. It was seconded by Mr. Parker. Motion carried.

## **APPLICATION PROCESS BETWEEN BOARD MEETINGS**

The Board discussed applications from applicants who were previously approved by the Board to take an exam then did not pass the exam within the one year timeframe and had to reapply. Mr. Messier made a motion to allow the Bureau to process and approve these applications between Board meetings. It was seconded by Mr. Sifford. Motion carried.

## **ASSOCIATION OF BOARDS OF CERTIFICATION (ABC) ANNUAL CONFERENCE**

The Board discussed the upcoming ABC Annual Conference in January. Mr. Burnell made a motion to authorize expenditures to send Ms. Gullick, Mr. Shepherd and Mr. Sifford to the ABC annual conference in January and to allow the Board Chair to appoint either Mr. Anderson or Mr. Messier to attend if one of the others was unavailable. It was seconded by Mr. Messier. Motion carried.

## **ASSOCIATION OF BOARDS OF CERTIFICATION CONTRACT RENEWAL**

The Board reviewed the contract with ABC. Mr. Anderson made a motion to approve the contract and authorize the Board Chair to sign. It was seconded by Mr. Sifford. Motion carried.

## **ASSOCIATION OF BOARDS OF CERTIFICATION TESTING PROGRAM**

The Board reviewed correspondence from ABC regarding changes to the testing program. Mr. Shepherd made a motion to have the Board specialist respond to ABC with option #3.

## **CORRESPONDENCE**

The Board reviewed correspondence from Ms. Molfetta. No action was taken.

The Board reviewed correspondence from Mr. Overlin. Mr. Shepherd made a motion to have the Bureau respond citing the rule regarding backflow assembly tester requirements.

## **EXECUTIVE SESSION**

Mr. Burnell made a motion that the Board go into executive session under Idaho Code § 74-206(1)(d) to consider records that are exempt from disclosure under the Idaho Public Records Law. The purpose of the executive session was to consider license application materials. It was seconded by Mr. Messier. The vote was: Mr. Burnell, aye; Mr. Messier, aye; Mr. Sifford, aye; Mr. Anderson, aye; Mr. Shepherd, aye; Mr. Parker, aye; and Dr. Cloonan, aye. Motion carried.

Mr. Shepherd made a motion to come out of executive session. It was seconded by Mr. Parker. The vote was: Mr. Burnell, aye; Mr. Messier, aye; Mr. Sifford, aye; Mr. Anderson, aye; Mr. Shepherd, aye; Mr. Parker, aye; and Dr. Cloonan, aye. Motion carried.

## **CORRESPONDENCE**

The Board reviewed correspondence from a licensee. Mr. Burnell made a motion to approve the request for continuing education waiver. It was seconded by Mr. Messier. Motion carried.

## **APPLICATIONS**

Mr. Anderson made a motion to approve the following for licensure:

BROWN PATRICK CLINTON	BAT-22808
FELKINS RICHARD WAYNE	DWT1-22909
LOVELAND JAMES	DWD1-22868
KYLE MICHELLE ROSE	WWT3-22928
ELLIS LUKAS GUY	WWC1-22796
SWET MICAH WILLIAM	DWD1-22922
RUSHO KYLE CLIFFORD JOHN	DWD1-22925
FUREY TRAVIS MICHAEL	DWD1-22926
MADER JOSEPH ANTONE	DWD1-22843
CARLOCK TRAVIS GABRIEL	DWD1-22842
BRANDT ANTHONY ROSS	DWD1-22867
ARBELO JEREMIAH JAMES	DWD1-22865
DRAKE WARREN B	DWT1-22913
RICHARDSON GLEN	WWC1-22931
RANSOM HEATH CARY	DWT1-22919
WYLLIE THOMAS ROSS	WWT1-22803
WEATHERMON DEREK J	WWT1-22851
SHERIDAN GREG P	WWT1-22849
SEIBER SEBASTIAN	WWC1-22807
PAREDES GREG MANUEL	WWC1-22885
NEUNER ANDREW	WWC1-22910
LOPEZ SAUL	WWC1-22872
HADLEY ERIC LEE	WWT1-22901
STONEBACK DUSTIN RAY	WWT2-22856

Mr. Anderson further moved to approve the following for examination:

901061518  
901155884  
901155884  
901133830

901140094  
901162058  
901142900  
901154820  
901040529  
901153800  
901153800  
901048962  
901123349  
901149901  
901130419  
901039080  
901122252  
901100195  
901100195  
901073582  
901135504  
901073867  
901161183  
901161183  
901143999  
901161947  
901147804  
901141468  
901141662  
901104782  
901162182  
901161671  
901116861  
901128593  
901152914  
901137070  
901161457  
901066120  
901161940  
901146057  
901116277  
901052520  
901162476  
901152452  
901161603  
901158051  
901158051  
901095270  
901048918  
901156769

901150283  
901161015  
901162217  
901125553  
901131027  
901144221  
901117713  
901146905  
901136745  
901049739  
901154372

Mr. Anderson further moved to approve the following pending receipt of additional information and review by a Board Member:

901129809  
901095286  
901144069  
901147594  
901157574  
901161770  
901154462  
901147594  
901157574  
901161770  
901162330  
901162215  
901161984  
901152701  
901150960  
901079167  
901094982  
901129393  
901129392  
901054641  
901125553  
901152707  
901150788  
901056905  
901144649  
901139924  
901050751  
901115683  
901136853  
901161770



It was seconded by Mr. Shepherd. Motion carried.

Mr. Parker made a motion to approve the following for examination:

901161519

It was seconded by Mr. Shepherd. Motion carried. Mr. Sifford was recused from discussion and voting.

Mr. Shepherd made a motion to approve the following for examination:

901149241  
901149241  
901149239

It was seconded by Mr. Messier. Motion carried. Mr. Parker was recused from discussion and voting.

Mr. Shepherd made a motion to approve the following for examination:

901162058

It was seconded by Mr. Parker. Motion carried. Mr. Messier was recused from discussion and voting.

## **ADJOURNMENT**

Mr. Shepherd made a motion to adjourn the meeting at 1:24 PM MST. It was seconded by Mr. Sifford. Motion carried.

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Dr Joan M Cloonan, Chair

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Brad D Andersen

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Michael S Parker

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Daniel J Messier

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Michael W Shepherd

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Paul D Sifford

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Barry N Burnell

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Tana Cory, Bureau Chief